

**THE WOODLANDS TOWNSHIP**

**BOARD OF DIRECTORS**

**WORKSHOP MEETING**

**JANUARY 20, 2011**

**MINUTES**

**THE STATE OF TEXAS   §**

**COUNTIES OF HARRIS & MONTGOMERY   §**

The Board of Directors of The Woodlands Township met in regular session, open to the public, on January 20, 2011, posted to begin at 7:30 a.m. The workshop session was held in a meeting room at the Office of The Woodlands Township, Board Chambers, 10001 Woodloch Forest Drive, Suite 600, The Woodlands, Texas, within the boundaries of The Woodlands Township.

**DIRECTORS PRESENT:** Chairman Tough, Vice Chairman Lloyd Matthews, Secretary Claude Hunter, Treasurer Ed Robb, Director Nelda Blair, Director Tom Campbell, and Director Peggy Hausman\*\*

**DIRECTORS ABSENT:** \*\*Indicates arrived late

**STAFF/ADVISORS:** Don Norrell, President/General Manager, John Powers, Assistant General Manager Community Services, Monique Sharp, Assistant General Manager of Finance & Administration, Fire Chief Alan Benson, Susan Welbes, Director of Human Resources, Nick Wolda, Director of Community Relations/CVB President, Miles McKinney, Legislative Affairs & Transportation Manager, Karen Dempsey, Management Analyst, Mary Connell, Manager of Community Relations, Mike Page and Bret Strong, Legal Counsel

**CALL TO ORDER:**

Chairman Tough called the workshop session to order at 7:30 a.m. and declared that notice of this meeting was posted 72 hours in advance at the Courthouses of Montgomery and Harris Counties and inside the boundaries of The Woodlands Township at the office building located at 10001 Woodloch Forest Drive, Suite 600, The Woodlands, Texas. As there was a quorum of members present, the Board proceeded to conduct business regarding the following matters.

**Note: Director Hausman arrived at this point in the meeting.**

**CONSIDER AND ACT UPON ADOPTION OF MEETING AGENDA:**

Chairman Tough called for a motion and second to adopt the regular and supplemental meeting agendas.

**MOTION:** Motion by Treasurer Robb; second by Secretary Hunter

**VOTE:**     **Ayes:** Chairman Tough  
                  Vice Chairman Matthews  
                  Secretary Hunter  
                  Treasurer Robb  
                  Director Blair  
                  Director Campbell  
                  Director Hausman

**Nays:** None

**Abstentions:** None

**Absent:** None

**ACTION:** Motion passed unanimously.

**RECOGNIZE PUBLIC OFFICIALS:**

Chairman Tough recognized Everett Ison, Panther Creek Village Association President and Philip Givens, Sterling Ridge Village Association President.

**PUBLIC COMMENT:**

- Phillip Givens-presented an annual report from Sterling Ridge Village Association (handout)
- Donna Mosher-solid waste collection/"Pay as You Throw" program
- Carolyn LaFleur-recycling
- Tomi Phillips-solid waste collection

**The Public Comment Roster is attached hereto as Exhibit "A".**

**CONSIDER AND ACT UPON A PROCLAMATION IN SUPPORT OF THE 175<sup>th</sup> ANNIVERSARY OF THE ESTABLISHMENT OF THE REPUBLIC OF TEXAS:**

Chairman Tough read and then signed a proclamation in support of the 175<sup>th</sup> anniversary of the establishment of the Republic of Texas. A motion and second was then made to approve the proclamation.

**MOTION:** Motion by Secretary Hunter; second by Director Blair

**VOTE:**     **Ayes:** Chairman Tough  
                  Vice Chairman Matthews  
                  Secretary Hunter  
                  Treasurer Robb  
                  Director Blair  
                  Director Campbell  
                  Director Hausman

**Nays:** None

**Abstentions:** None

**Absent:** None

**ACTION:** Motion passed unanimously.

**The Proclamation is attached hereto as Exhibit "B".**



### **RECOGNITION OF AQUATICS AWARDS:**

Chairman Tough recognized John McGowan, Aquatics Superintendant and The Woodlands Aquatics Division for receiving awards of excellence from The World Waterpark Association and Aquatic International magazine.

### **RECEIVE AND CONSIDER THE POTENTIAL CONSENT AGENDA:**

*(This agenda consists of non-controversial or "housekeeping" items required by law that will be placed on the Consent Agenda at the next Board Meeting and may be voted on with one motion. Items may be moved from the Consent Agenda to the Regular Agenda by any Board Member making such request.)*

#### **Receive and consider approval of the minutes of the November 10, 2010 Special Meeting, November 11, 2010 Workshop and November 17, 2010 Regular Meeting of the Board of Directors of The Woodlands Township;**

Chairman Tough asked the Board to review the minutes in preparation of the January 26, 2011 regular Board meeting. There were no corrections or additions to the above minutes. This item will be brought forward to the January 26, 2011 regular Board meeting for consideration and action under the consent agenda.

#### **Receive and consider acceptance of a donation from Sadler Clinic of the sculpture "Summertime Sculpture";**

John Powers provided a summary of this item with a recommendation that staff be directed to work with Tony Motto, acting representative on behalf of the artist's beneficiary, to identify potential sites and associated costs related to relocating the sculpture. Staff will report back to the Board at a later date with additional information and a recommendation. Board discussion followed. This item will be brought forward to the January 26, 2011 regular Board meeting for consideration and action under the consent agenda.

#### **Receive and consider approving a Resolution in Support of the Texas Recreation and Parks Account Local Park Grant Program and the Texas State Park System;**

John Powers provided a summary of this item with a recommendation that the Board adopt the resolution. Board discussion followed. This item will be brought forward to the January 26, 2011 regular Board meeting for consideration and action under the consent agenda.

#### **Receive and consider support of legislation to mitigate the impact of the 2010 Census on state transportation funding;**

Miles McKinney provided background information on this item and then called on Barry Goodman, President of The Goodman Corporation, to provide additional comments. Mr. Goodman indicated that he planned to meet with Representative Rob Eissler to discuss Texas House Bill 578 which relates to state financing of public transportation. Board discussion followed. The decision was made to remove this item from the consent agenda and place it on the January 26, 2011 regular agenda for consideration and action.

#### **Receive and consider the 2011 pool fees and operating schedule of the community pools;**

John Powers presented a summary of this item with a recommendation that the Board adopt the 2011 pool schedule and pool fee schedule as presented. Board discussion followed. The decision was made

to remove this item from the consent agenda and place it on the January 26, 2011 regular agenda for consideration and action.

**Receive and consider the 2011 boat rental fees and operating schedule for Riva Row Boat House and rental fees and operating schedule for the Recreation Center;**

John Powers presented a summary of this item with a recommendation that the Board adopt the 2011 Riva Row Boat House and Recreation Center operating and fee schedules as presented. Board discussion followed. This item will be brought forward to the January 26, 2011 regular Board meeting for consideration and action under the consent agenda.

**Receive and consider adoption of a Resolution Adopting a List of Qualified Brokers Authorized to Engage in Investment Transactions with The Woodlands Township;**

Monique Sharp presented a summary of this item with a recommendation that the Board adopt the resolution. Board discussion followed. This item will be brought forward to the January 26, 2011 regular Board meeting for consideration and action under the consent agenda.

**Receive and consider a Service Agreement with the Panther Creek Village Association for the Flea Market;**

John Powers presented a summary of this item with a recommendation that the Board approve the service agreement with the Panther Creek Village Association and authorize the President/General Manager to execute the agreement. Board discussion followed. This item will be brought forward to the January 26, 2011 regular Board meeting for consideration and action under the consent agenda.

**BRIEFINGS:**

**Receive and consider a quarterly update from The Woodlands Convention and Visitors Bureau;**

Nick Wolda made a PowerPoint presentation to the Board that included updates on services, visitor activity, special event attendance, and destination marketing efforts during the 4th quarter. A financial report was also made for the eleven months ended November 30, 2010.

**Mr. Wolda's PowerPoint presentation is attached hereto as Exhibit "C".**

**Receive and consider an update regarding proposals for Governance Planning Consulting Services;**

Don Norrell presented a summary of this item with a recommendation that the Board interview the top three consultants, as rated by staff, prior to selection of a consultant in order to make an informed decision. Board discussion followed. The decision was made to place this item on the January 26, 2011 consent agenda for consideration and action.

**Receive and consider an update regarding selection of a consultant for Law Enforcement Study;**

Karen Dempsey presented a summary of this item and informed the Board that staff will make a recommendation to the Board in February. Board discussion followed. The decision was made to place this item on the January 26, 2011 consent agenda for consideration and action.



## **POTENTIAL REGULAR AGENDA:**

*This agenda consists of items that will be placed on the Regular Agenda at the next Board of Directors' Meeting.*

**Receive a Resolution of Support from the Grogan's Mill Village Associations regarding improvements to the pedestrian bridge across Grogan's Mill Road;**

Chairman Tough informed the Board that this item will be received at the January 26, 2011 Board of Directors meeting.

**Receive and consider presentations and approval of the 2011 Parks and Recreation Capital Improvement Projects, approve a 2011 budget amendment in connection with 2010 Capital Project carryovers, and authorize the President/General Manager to approve progress payments, invoices, draws and reimbursements in connection therewith;**

John Powers presented background information on this item and then called on Robert Heineman and Bob Bruce from The Woodlands Development Company along with Chris Nunes, Director of the Parks and Recreation Department for The Woodlands Township, to present updates on Town Center Projects, Parks/Pathway Projects, and Township Projects, respectively. Board discussion followed. This item will be brought forward to the January 26, 2011 regular Board meeting for consideration and action under the regular agenda.

**Note: The Board took a brief recess at 10:10 a.m. and reconvened in public session at 10:18 a.m.**

**Receive and consider a recommendation to the Board of Directors regarding numbering of positions for the May election;**

Mike Page presented a summary of this item with a recommendation to the Board that positions for the May 14, 2011 election be numbered as: Position 5, Position 6, and Position 7. Board discussion followed. This item will be brought forward to the January 26, 2011 regular Board meeting for consideration and action under the regular agenda.

### **Supplemental Agenda for Adoption of an Order Calling Directors Election;**

Mike Page presented a summary of the next three agenda items with a recommendation that the Board authorize the President/General Manager to execute all such agreements on behalf of The Woodlands Township. Board discussion followed. The three items listed below will be brought forward to the January 26, 2011 regular Board meeting for consideration and action under the regular agenda.

- **Receive and consider approving and authorizing execution of a Joint Election Services Agreement with Montgomery County, Texas;**
- **Receive and consider approving and authorizing execution of an Election Services Agreement with Montgomery County, Texas;**
- **Receive and consider authorizing execution of an agreement with Premier Election Systems for the rental of electronic voting systems;**

**Receive and consider authorizing submission to the United States Department of Justice of an election pre-clearance request if necessary;**

Mike Page presented a summary of this item with a recommendation that the Board authorize submission by the Township's President/General Manager and attorneys to the United States Department of Justice of an election pre-clearance request. Board discussion followed. This item will be brought forward to the January 26, 2011 regular Board meeting for consideration and action under the regular agenda.

**Receive and consider a contract with The Goodman Corporation for transportation consulting services for the 2011 calendar year;**

Miles McKinney presented a summary of this item with a recommendation that the Board approve a contract with The Goodman Corporation for 2011 consulting services and authorize the President/General Manager to execute the contract for the proposed scope of services. Board discussion followed. This item will be brought forward to the January 26, 2011 regular Board meeting for consideration and action under the regular agenda.

**Receive and consider Village Association Service Agreements;**

Karen Dempsey provided a summary of this item with a recommendation that the Board approve service agreements between the Village Associations and The Woodlands Township and authorize the President/General Manager to sign the agreements in connection therewith. Board discussion followed. The decision was made to remove this item from the regular agenda and place it on the January 26, 2011 consent agenda for consideration and action.

**Receive and consider design of a Request for Proposal (RFP) for Solid Waste and Recycling Services;**

John Powers presented background information on this item and then called on Scott Pasternack, Senior Director with R.W. Beck, to provide a broad overview of a draft Solid Waste and Recycling RFP. Lynne Aldrich, Environmental Services Manager for The Woodlands Township, was called on to answer questions from the Board. Board discussion followed. This item will be brought forward to the January 26, 2011 regular Board meeting for consideration and action under the regular agenda.

**Note: The next two items were taken out of order**

**Receive and consider approval of a tax abatement agreement between The Woodlands Township and Forest Ridge Office Condos;**

Don Norrell presented introductory comments and then called on Steven Hextell, Vice President Sales & Development with SHB Development LLC/Forest Ridge Executive Office Condominiums, to make a presentation to the Board. Board discussion followed. This item will be brought forward to the January 26, 2011 regular Board meeting for consideration and action under the regular agenda.

**Receive and consider a First Amendment to the Consent Agreement with The Woodlands Land Development Company;**

Mike Page presented a summary of this item with a recommendation that the Board approve the First Amendment to Consent Agreement and authorize the Chairman to execute the agreement. Board discussion followed. This item will be brought forward to the January 26, 2011 regular Board meeting for consideration and action under the regular agenda.

**Note: Return to regular agenda order**



**Receive and consider a report regarding the Bicycle Friendly Community Designation application process;**

John Powers presented a summary of this item with a recommendation that the Board determine if and when to submit an application for a Bicycle Friendly Community designation. Board discussion followed. The decision was made to defer this item until the February meeting.

**Note: At this point in the meeting, Secretary Hunter moved to recess the meeting until 2:00 p.m. The motion died due to lack of a second.**

**Receive and consider selection of a consultant for a Parks Study to include Sports Fields Needs Assessment, Competitive Swimming Needs Assessment and Parks, Pools and Amenities Study;**

John Powers presented a summary of this item with a recommendation that the Board accept the proposal from Clark Condon Associates to perform the combined studies for Sport fields, Competitive Aquatics and Parks, Pools and Related Amenities and authorize the President/General Manager to execute a Professional Services Agreement for their services. Board discussion followed. The decision was made to remove this item from the regular agenda and place it on the January 26, 2011 consent agenda for consideration and action.

**Note: Chairman Tough excused himself from the meeting at 12:15 p.m. due to a prior commitment. Vice Chairman Matthews chaired the meeting from this point forward.**

**Receive and consider approval of funding to Montgomery County Sheriff's Office to purchase Chevrolet Tahoes versus Ford Crown Victorias for The Woodlands Patrol;**

A presentation was not made on this item. Board discussion followed. The decision was made to remove this item from the regular agenda and place it on the January 26, 2011 consent agenda for consideration and action.

**Receive and consider The Woodlands Fire Department 2011 capital purchase for fire apparatus;**

A presentation was not made on this item. Board discussion followed. The decision was made to remove this item from the regular agenda and place it on the January 26, 2011 consent agenda for consideration and action.

**Receive and consider an Easement Agreement with Montgomery County WC&ID#1 for sanitary sewer improvements in the Village of Grogan's Mill, Section 66, Restricted Open Space Reserve A;**

John Powers presented a summary of this item with a recommendation to the Board to authorize the President/General Manager to execute the Sanitary Sewer Easement with Montgomery County Water Control & Improvement District No. 1 contingent upon final review and approval by legal counsel. Board discussion followed. The decision was made to remove this item from the regular agenda and place it on the January 26, 2011 consent agenda for consideration and action.

**Receive and consider Covenant Administration Department application fee/compliance deposit online processing;**

Monique Sharp presented a summary of this item with a recommendation that the Board approve the establishment of an online payment system through the Township's website for Covenant Administration application and compliance fees. Board discussion followed. The decision was made to remove this item from the regular agenda and place it on the January 26, 2011 consent agenda for consideration and action.

**Discussion regarding changes approved by the Board in September 2010 to the committee system;**

Director Hausman led the discussion on this item and expressed that she would like to receive clarification on changes to the committee system, in particular the Projects Research Committee. Board discussion followed. The decision was made to defer this item until the February meeting.

**CLOSED MEETING (if applicable):**

**Recess at 12:29 p.m. to Executive Session to discuss matters relating to real property pursuant to §551.072, Texas Government Code; deliberation of economic development negotiations pursuant to §551.087, Texas Government Code; discuss personnel matters pursuant to §551.074, Texas Government Code; and to consult with The Woodlands Township's attorney concerning pending litigation pursuant to §551.071, Texas Government Code;**

**Reconvene in Public Session at 12:35 p.m.;**

Vice Chairman Matthews announced that it would not be necessary to take action at this time on matters discussed in Executive Session.

**ADMINISTRATIVE REPORTS:**

**Community Services:** presented by John Powers

- 2010 Community Service Highlights reviewed
- Arbor Day-Saturday, January 22, 2011 at Rob Fleming Park from 10:00 a.m.- 2:00 p.m.
- "Watch Talk Wednesday" series resumes January 26, 2011
- "Walk in the Woods Nature Lecture" January 27, 2011 at 7 p.m.-Learn to identify venomous snakes
- Good Neighbor Day is planned for the Village of Creekside Park on Indigo Bunting on January 29, 2011 from 4-5:30 p.m.
- Daddy-Daughter Dinner Dance-February 12, 2011 at The Woodlands Waterway Marriott.
- Community Involvement Day planned for March 26, 2011 for the Cobble Hill neighborhood in the Village of Cochran's Crossing
- Registration has begun for CB&I Triathlon scheduled for May 7, 2011
- My Fit Foods to sponsor CB&I Triathlon and Muddy Trails Bash
- Earth Day Greenup planned for April 16, 2011
- Sports field expansion project of Alden Bridge Sports Park delayed due to discovery of another pipeline company that has easement rights
- New traffic signal under construction at Gosling and Creekside Forest Drive
- Bio Landscape began performing park/pathway maintenance contract services on January 1, 2011
- Employee blood drive-January 25, 2011 from 10 a.m.-2:30 p.m.
- Bids are being solicited for: pool plastering and deck refurbishment for Harper's Landing Pool; maintenance services for the fountains at Waterway Square; RFP for planning/design services for Sawmill Park renovations

**Community Policing:** presented by Marian Leck

- Deputy Mark Uber selected as the K-9 deputy
- Deputy Tom Conklin returned as a foot patrol deputy along the Waterway
- 2011 contract is going through the Commissioner's Court process
- Harris County deputy should be in place by mid February



- Update on crime status and trends
- Update on equipment status
- Update on Police-Community Partnership activities
- Report on overtime programs
- Next Crime Prevention, Community & Tourism Oriented Policing course-March 21-25
- Report on 2010 Mall Crime Data from Thomas Thrash, Mall Security Director

**The Woodlands Fire Department:** presented by Fire Chief Alan Benson

- RFQ sent out for architectural design services for Central Fire Station
- Permit received to begin construction on Fire Station #7
- Update on Fire Station #8--construction is on schedule
- Slide presentation on year-end statistics

**The Woodlands Convention & Visitors Bureau:** previously presented

**DISCUSS FUTURE AGENDA/ANNOUNCEMENTS:**

**Consideration of items to be placed on the agenda for next month's meeting;**

- Include any items deferred on today's agenda
- Discussion of Labor Law-may need to be moved to March meeting
- Review of Town Hall meeting agenda and volunteer recognition process

**PUBLIC COMMENT:**

There was no public comment.

**Board announcements; and**

There were no announcements.

**Adjourn**

As there was no further business to discuss, Vice Chairman Matthews called for a motion and second to adjourn the meeting at 12:55 p.m.

**MOTION:** Motion by Treasurer Robb; second by Secretary Hunter

**VOTE:**       **Ayes:** Vice Chairman Matthews

Secretary Hunter  
Treasurer Robb  
Director Blair  
Director Campbell  
Director Hausman

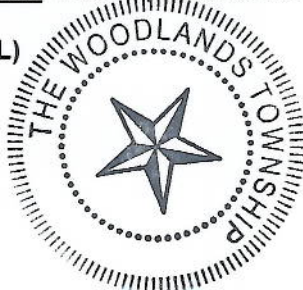
**Nays:** None

**Abstentions:** None

**Absent:** Chairman Tough

**ACTION:** Motion passed unanimously.

(SEAL)



  
\_\_\_\_\_  
Claude Hunter  
Secretary, Board of Directors

Board of Directors  
Workshop Meeting  
January 20, 2011

**EXHIBIT OMISSIONS\***

**EXHIBIT "A"**

**EXHIBIT "B"**

**EXHIBIT "C"**

**\*To view Exhibits, please contact the Records Management Analyst at 281-210-3800.**